



Role

The Materials Manager leads, manages, and monitors inventory levels, on-time shipment of finished goods, warehousing/shipping of goods, and the procurement, receipt, and storage of raw materials.

Job Requirements

Responsibilities:

- Manage daily inventory of on time shipments of finished goods
- Warehousing and shipping and managing receipt of goods
- Actively participates in the requisitioning of material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material
- Examine all incoming material and coordinate its delivery to appropriate departments in accordance with company procedures and policies
- Compile and maintain manual/electronic shipping and receiving records using a computerized system and confer with department supervisors to determine material requirements and to track ordered materials
- Ensure successful shipping of material, including equipment, parts, biological and hazardous materials, to local and international destinations
- Create and manage work orders according to documented SOPs
- Process PO receipts in Inventory system accurately
- Monitor sales orders and manage shipment of the sales orders daily
- Coordinate physical inventory activity and coordinate with outside partners

Education, Qualifications, and Requirements:

- Graduate of a College or University program preferably in business, science engineering, supply chain
- 2-3 years' experience working in an ERP system or Inventory Control program an asset

Other Desired Skills:

- Proficiency in MS Office suite of products with experience in Excel (pivot tables, look ups charts)
- Ability to work in a dynamic and demanding environment with short timelines
- Ability to identify issues and problem solve
- Detailed and organized with exceptional time management abilities
- Active listening skills and ability to collaborate with others in organization